Designing Reports in Web Intelligence
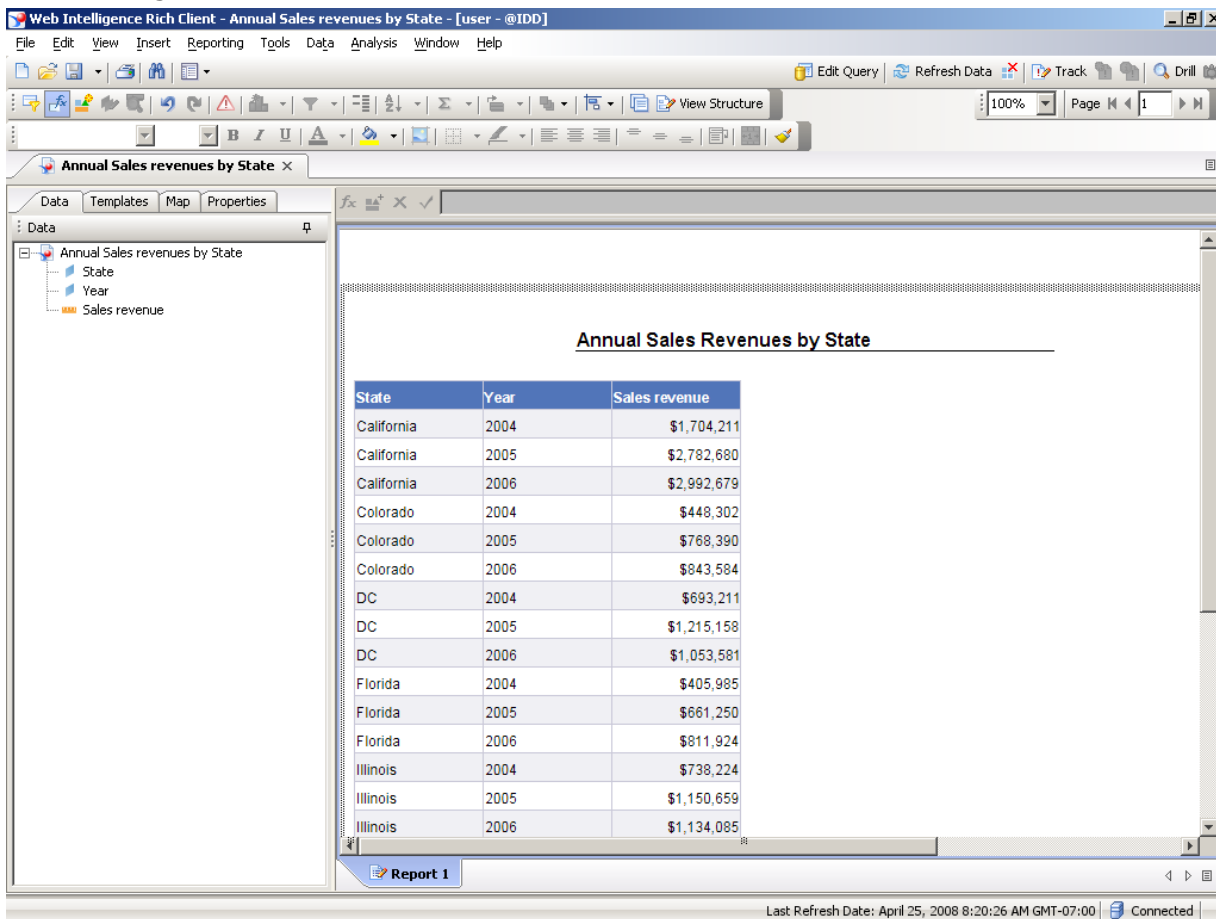
Procedure

1. Start the transaction using the menu path or transaction code.

Web Intelligence Rich Client

2. Click the table.

> You are building a report to display sales revenue by state in a crosstab.
>
> Use the Reporting menu to change the vertical table into a crosstab.
>
> Add a blank cell to the report to display the date the document was created.

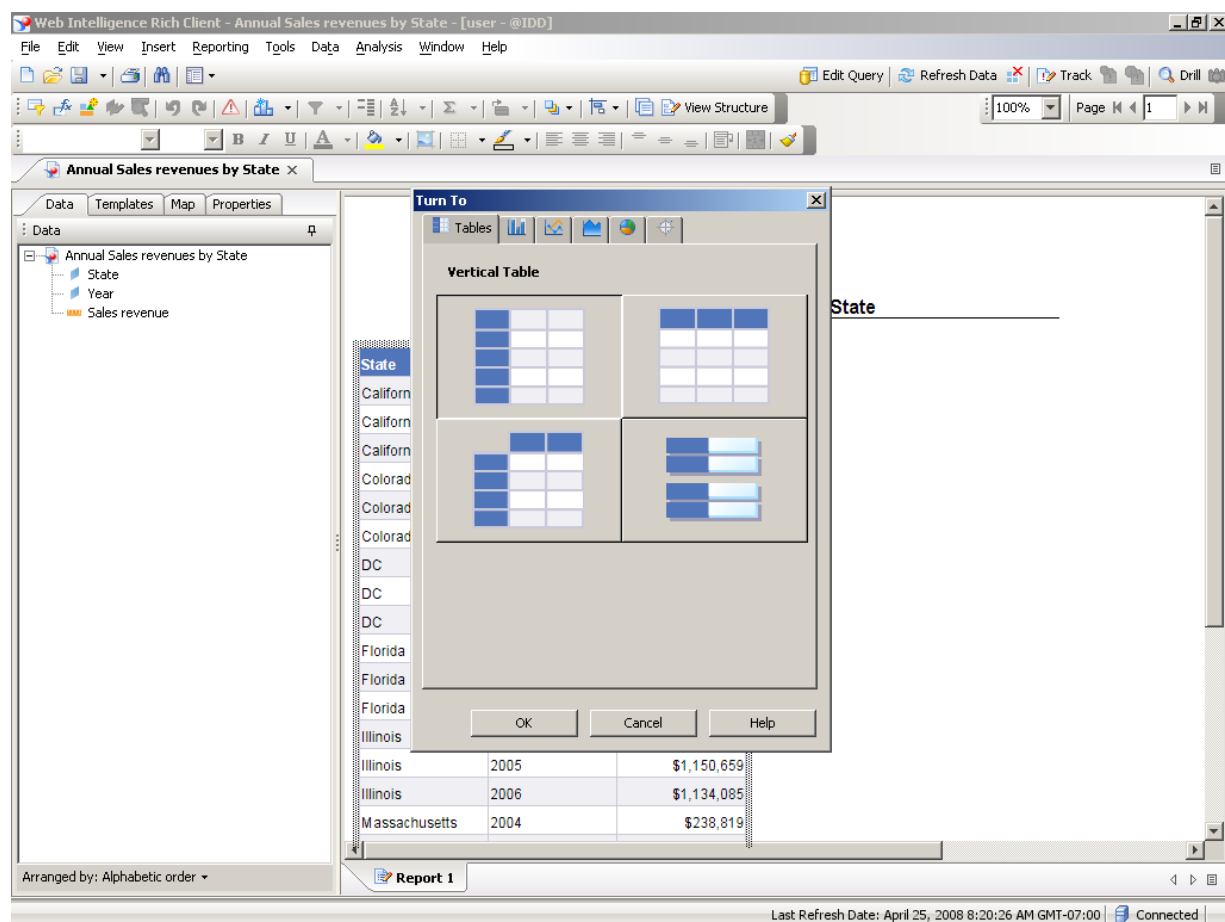> Use the Formula Editor to add the DocumentCreationDate function.
>
> In this evaluation you must use the Reporting menu rather than the right-click method.

3. Click the **Reporting** menu.

> Begin by selecting the table and use the Reporting menu.

4. Click **Turn to…**.

Turn To

5. Click **Crosstab**.

6. Click **OK**.

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7. Click the **Templates** tab.

> Next add a blank Free-Standing cell to the left of the report title. Use the Formula Editor to add the DocumentCreationDate function.
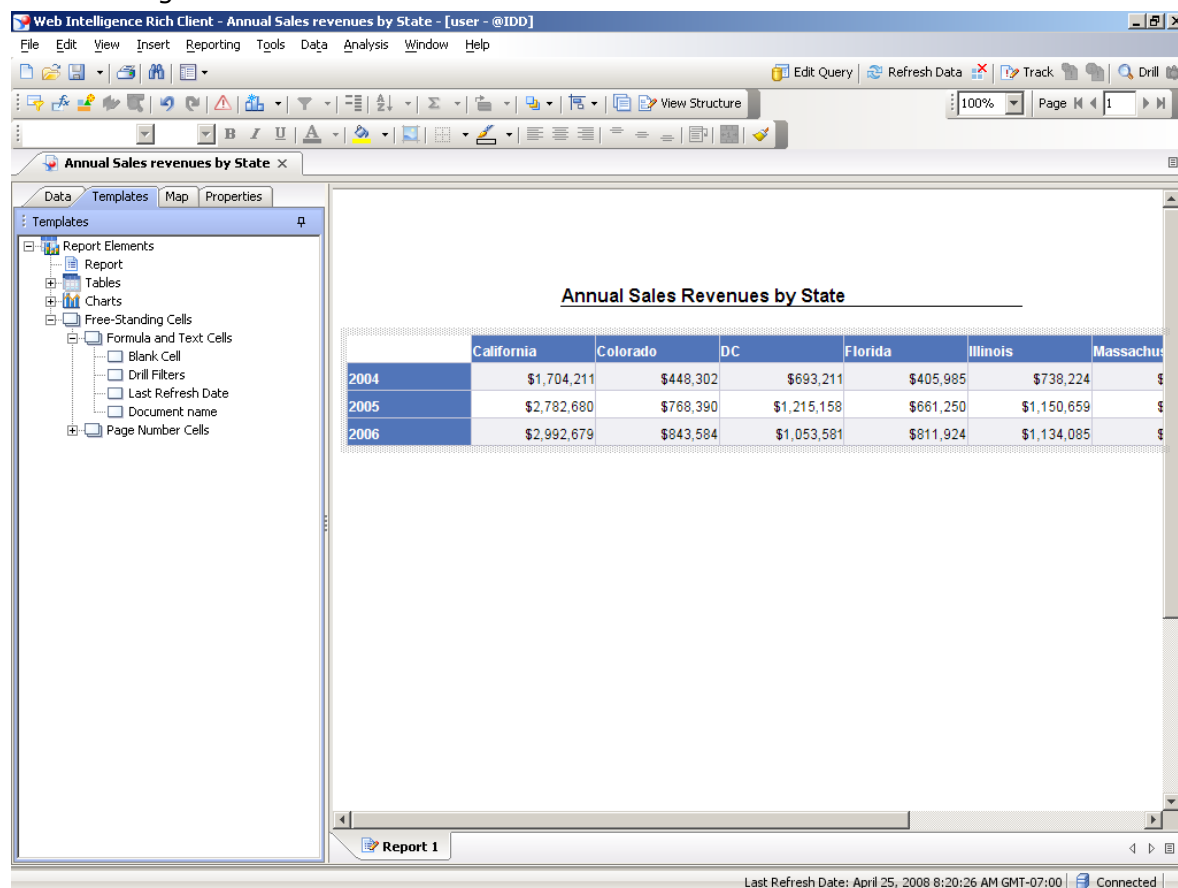
8. Perform one of the following:

If...	Then...	Go To...
	Click the + before Free-Standing Cells.	Step 9.
	OR double-click Free-Standing Cells.	Step 9.

9.   Perform one of the following:

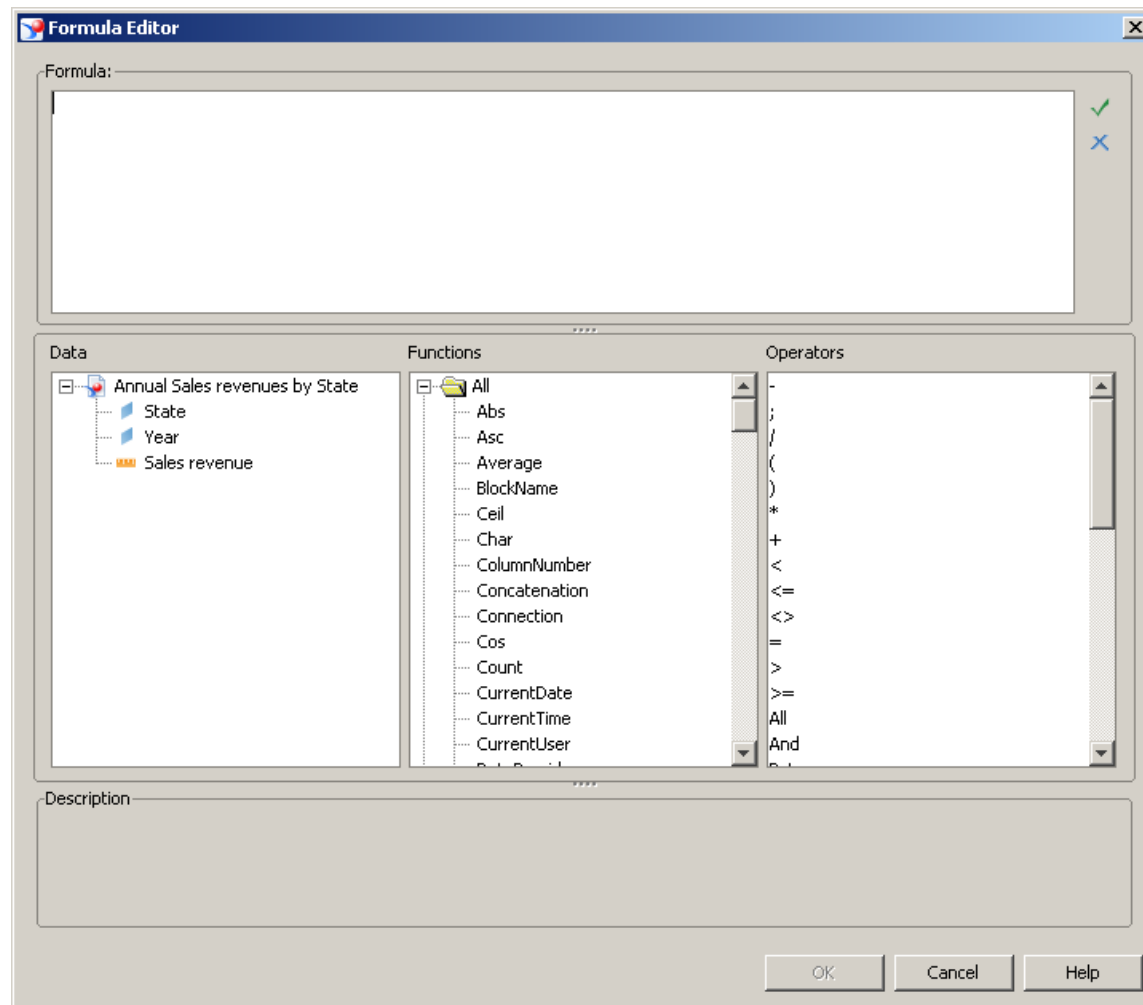| If...	Then...	Go To...
	Click the + before Formula and Text Cells.	Step 10.
	OR double-click Formula and Text Cells.	Step 10.

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10. Drag a **Blank Cell** to the left of the report title.

11. Click the **Blank Cell**.

   Add the DocumentCreationDate formula to the blank cell.

12. Click **Show/Hide Formula Toolbar** .
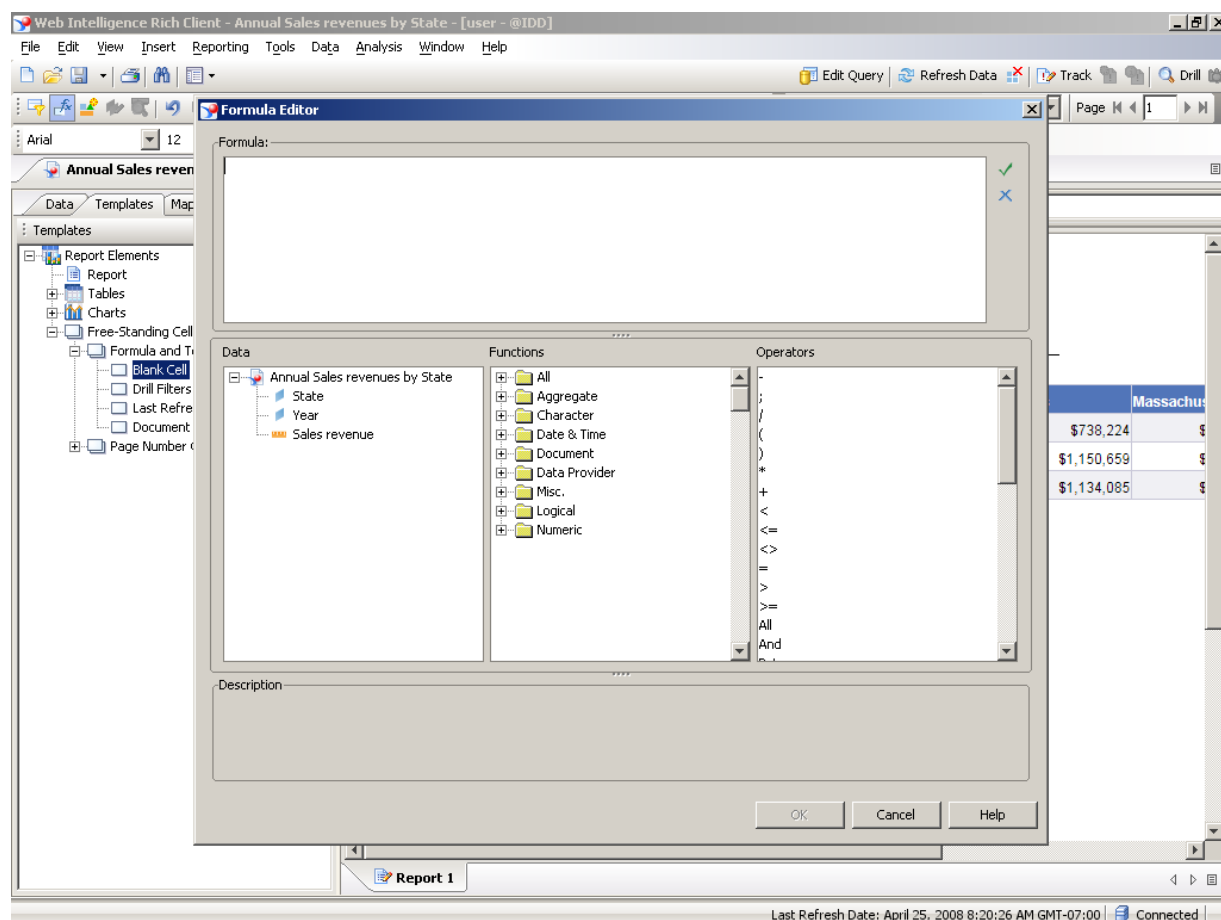
13. Click **Formula Editor** .

Formula Editor

14. Perform one of the following:

If...	Then...	Go To...
	Click the - before the All folder.	Step 15.
	OR double-click All.	Step 15.
	OR click the scroll bar to find the function in the All folder.	Step 15.

Find the DocumentCreationDate function in the Document folder.
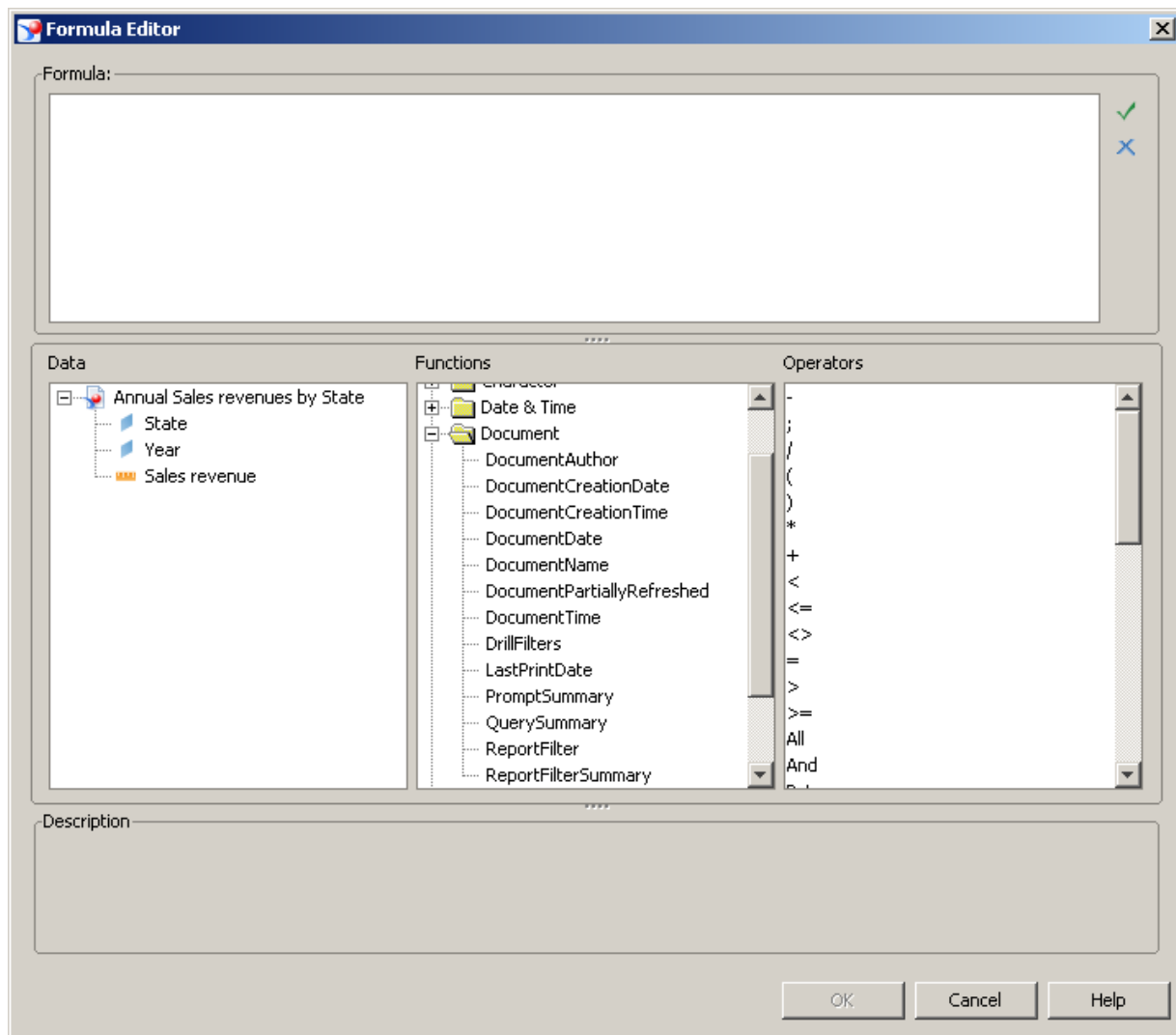
Formula Editor

15. Perform one of the following:

If...	Then...	Go To...
	Click the + before the Document folder.	Step 16.
	OR double-click Document.	Step 16.

Formula Editor

16.   Double-click **DocumentCreationDate**.

Formula Editor

17. Click **OK**.